

• Casa Las Palmas Guidelines •

General

- A Building Monitor is on duty at all events. Please check with that individual upon arrival and departure and if any problems should arise. At the end of the event, the Building Monitor will walk through the facility with the renter to ensure that the place is left as it was found.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- Plants or paintings are not to be moved.
- The telephone in the office is for emergency calls only.
- Depending on the number of minors (under 21 years old) at an event, we reserve the right to require uniformed security or childcare.
- The patio is included in the rental. However, a 20' clearance space in front of the concession stand is required during its business hours.
- 2 parking spaces may be reserved for the renter if they are available on the rental day.

Catering

- Cooking is not allowed in the building.
- Barbecuing is allowed outside on the patio by a licensed caterer only. The BBQs must be positioned safely away from the building, awnings and trees, the coals may not be emptied anywhere in the park and a plastic tarp or plywood must be underneath the BBQ.
- Propane burners are not allowed inside the building. Only electric warmers in the kitchen area and sternos in the room are allowed.
- All trash and recycling must be bagged and left outside the building as instructed by the building monitor. Trashcan liners are provided.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- We reserve the right to double the security deposit for self-catered events (i.e. food brought in but you & guests handle clean up).

Beverages

- All alcohol is allowed with the exception of keg beer. It may be served for five (5) hours only per day.
- If alcohol is sold, a permit from the Alcohol Beverage Control board must be obtained and displayed during the event.
- Alcohol is not allowed at events meant for young people between the ages of 13 – 20 years of age.
- Renter must provide bucket containers for chilling and storing the alcohol. Do not use the facility's trash cans for this purpose. Also, bar mats are provided. Bucket containers must sit on bar mats and not directly on carpet or linoleum.
- Do not dump ice and/or liquids on the plants within the building, on the patio or on the surrounding park grounds. Dump all ice in the kitchen sink and run warm water over it to melt.
- We offer containers for recycle bottles and cans. These items must be left outside the building as instructed by the building monitor.

Decorations

- No open candle flames are allowed. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations.

Music

- A dance floor must be rented if dancing occurs inside the facility. The floor must be set up and taken down during the contracted event times.
- We suggest music stop 45 minutes to 1 hour prior to the end of event to allow sufficient clean-up time.